HOW TO: ENTER COUNTY-DEFINED RECORDS TO PROJECTS

Projects will ship with a core set of records representing 4-H curriculum. So, as is, it is ready to serve as a "lookup" file. The "key" field is Project Code. When you enter Project Code in a ProjectTotals portal in either People or Units, the project name and conducted by info will be brought in.

Counties may add records to Projects to represent curriculum in their county. These records represent either "self-determined" or "other" curriculum. This How To outlines the "rules" for numbering these projects. By following these rules you help to ensure an easier YDAR reporting process at year's end.

1. Open People. Type EDIT as the password. Click OK.
2. From the Main Menu, click the Projects button.
   ▪ You should be at the Project Codes Screen. Here are the rules for numbering your own projects:
      - The Project Code should begin with the proper curriculum area letter code. Ex: A for Animal Science, B for Plant Science, etc.
      - The letter must be followed by a 4-digit number. Use 9800 ... 9899 for "self determined" projects. Use 9900 ... 9999 for "other" projects.
      - For multiple "self determined" or "other" projects in a given curriculum area, the number must be in its given range. (Ex: you could increase 9900 by tens: 9900, 9910, 9920, etc.)

   Projects ships with blank "self determined" and "other" project records at the end of each curriculum area. You may change these records or duplicate them to start you own. These records are coded SD for "self determined" and OT for "other".
   ▪ A complete Project Code will look like: A9801 or B9940.
3. From the Mode Menu, choose New Record or use the keyboard equivalent.
4. If desired, enter a "Rank" for this project. If not, press TAB to enter the Project Code field.
5. Enter a Project Code. Press TAB.
   ▪ Text should visually fit in the Project Name field. Don't have a name wrap to two lines.
6. Enter a Project Name. Press TAB.
   ▪ See page 67 for the definitions of Conducted by values.
7. Enter the Conducted by value from the drop-down list.
8. In the Optional Codes, enter a code that will allow you to find your codes. (ex: CO)
9. Add additional records as needed.
   ▪ Projects has its own Printing Screen. You can click the Go to Print Screen button to switch to this screen. Three reports are available.
10. To return to People, click the Main Menu button.
HOW TO: ENTER STATE-DEFINED RECORDS TO PROJECTS

Projects will ship with a core set of records representing 4-H curriculum. So, as is, it is ready to serve as a "lookup" file. The "key" field is Project Code. When you enter Project Code in a ProjectTotals portal in either People or Units, the project name and conducted by info will be brought in.

After the release of the program, the State 4-H office may add additional STATE defined projects. These codes need added in a slightly different manner.

1. Open People. Type EDIT as the password. Click OK.
2. From the Mode Menu, choose New Record or use the keyboard equivalent.
3. Click in the Optional Codes field first.
4. Enter the code that indicates that this is a STATE project. This is ==> ST,
5. If desired, you can add the two digit year that the code was added. Ex: 04, or 05,
6. Click in the Project Code field. Enter the code provided by the State. Press TAB.
7. Enter the Project Name. Press TAB.
8. Enter the Conducted by value from the drop-down list.
9. Add additional records if needed.